Submitting a Position Description for Classification

Purpose

This guide provides supervisors and managers the appropriate steps to take when submitting a position description for classification to the servicing Human Resources office.

Contacts

Chris Ferree , 304-480-8486 – Christopher.Ferree@bpd.treas.gov
John Brenner, 304-480-8376 – John.Brenner@bpd.treas.gov
Lori Lockhart, 304-480-8374 – Lori.Lockhart@bpd.treas.gov
Jeff Schramm, 304-480-8489 – Jeffrey.Schramm@bpd.treas.gov
Layne Pottmeyer, 304-480-8488 – Layne.Pottmeyer@bpd.treas.gov

Definitions

Classification: the grouping of similar jobs and the assignment of an appropriate title, series, pay plan, and grade to those positions. Classification identifies and evaluates the major duties and responsibilities of a position to determine grade level. Classification is based on:
- ➢ Regular and recurring duties,
- ➢ The main reason for the existence of the position,
- ➢ The most difficult duties and responsibilities, and
- ➢ Duties that are performed at least 25% of the time.

Position Description (PD): is a complete and official statement of the position's major duties and responsibilities.

Statement of Difference: a summary document that takes the place of a complete PD that describes a career ladder level.

Pen and Ink Changes: minor changes made to a PD that does not affect the title, series, or grade level of the position. Such changes may be submitted to HR via e-mail and do not require a formal classification action.

Reclassification: an action taken by Human Resources when significant changes have been made on a position description.

Prior to starting

Assemble necessary information, including:

- ➢ Having an accurate narrative of the position's major duties and responsibilities.
- ➢ Ensuring that the duties of the position will not adversely affect other employees within the organization.
- ➢ Checking to see if there is a standard position description or a similar position description that can be used in lieu of writing a new position description.
- ➢ Reviewing current staffing plans to ensure that this action is justified and supported.
- ➢ Contacting Human Resources (HR) for advice and guidance if there are any questions or concerns.

> ➢ Considering the position management impact on positions throughout the facility as well as throughout the United States Mint nationwide.

Procedure:	Step	Action
Writing or Finding the PD	1	The Manager drafts a PD that typically includes the following: • Introduction • Major duties and Responsibilities • Various factors of the position: the most common factors are the following: 1.Knowledge Required by the Position 2.Supervisory Controls 3.Guidelines 4.Complexity 5.Scope and Effect 6.Personal Contacts 7.Purpose of Contacts 8.Physical Demands 9.Work Environment • Please note that these 9 factors may not be the appropriate format for certain positions such as supervisory, clerical and/or wage grade positions. If you need assistance in developing a draft PD, contact the servicing HR office.

Submitting a Complete PD for Classification	Step	Action
Submitting a Complete PD for Classification	2	The Manager certifies that the PD is accurate and complete by initiating a formal classification request to HR through HR Connect.
	3	HR evaluates the PD and contacts the Manager for clarification if necessary. HR works with the Manager on any necessary revisions.
	4	HR obtains all other necessary information in order to complete the classification action, including: • Bargaining Unit Designation • Position Sensitivity Level • FLSA Designation • Financial Disclosure • Drug Test Requirements • Requirement for a Physical • Other as necessary
	5	HR completes the evaluation of the position. This includes classifying the PD with the appropriate title, series and grade.

6	HR forwards the completed position description and coversheet (OF 8) to the Manager for their review and signature certifying that the position description is accurate. The Manager returns the signed OF 8 to HR to certify the classification of the position.
8	HR enters the finalized PD into HR Connect.
9	HR notifies the Manager via e-mail of finalized classification action. The e-mail includes: • Final PD • PD Number (Job Code) • PD Coversheet (OF-8)